

**STUDENT DISABILITIES SERVICES**  
**TESTING POLICIES AND PROCEDURES**

**Standard Policies/Procedures**

**Forms**

Students who want to utilize their testing accommodations must complete an SDS Testing Accommodations Request Form each semester/term. This form can be found on our website ([murraystate.edu/SDS](http://murraystate.edu/SDS)). Students can also request that the form be sent to them directly from an SDS staff member. These forms must be completed every semester/term so that our SDS Staff

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**Example Digital Form**

**Scheduling exams**

When students schedule exams, we require **AT LEAST THREE (3) BUSINESS DAYS NOTICE** to allow our staff enough time to make the appropriate arrangements with your professors. For Final Exams, **5 BUSINESS DAYS** is required. This is because the volume of exams we manage is much higher during finals week, and our testing center has limited space. Students will be notified in advance of when the last day a student may schedule their final exam. This information will be shared via email (

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Remember, it is your responsibility as a student to schedule all exams with our office. **This applies to online classes as well.** We encourage you to check your class syllabi and schedule as many exams at the beginning of the semester as possible. Doing so reduces the likelihood of late scheduling. Please provide a list of your testing dates to the SDS Testing Center as soon as possible.

### **Online/Web Courses or Classes where the Exams are Posted Online:**

Students enrolled in online/web courses are encouraged to schedule their exams through the SDS Testing Center the same way as they would if they were enrolled in a course that meets in person. Upon scheduling an exam, our testing center staff will send the student's professor a friendly reminder to include the additional time as part of the student's online exam.

Most often, students taking online exams can take their tests from wherever they would prefer. However, students may choose to schedule time to take their online exams in our testing center (if feasible). All of our testing rooms have computers with lockdown browser and web cam, which are required programs professors will often ask students to utilize while testing online. However, if a student decides to take their online exam from an alternate location (i.e., from their off-campus home, the library, from their residence hall room, etc.), the student is responsible for creating their own distraction-reduced testing environment and ensuring that their computer/device meets the requirements of their professor.

### **Exams can be scheduled:**

via email at [msu.accesstesting@murraystate.edu](mailto:msu.accesstesting@murraystate.edu)

via phone at (270) 809-3146

In person by coming to our office (417 Wells Hall) during business hours (8:00 am-4:30 pm Monday-Friday). Staff may be available Monday-Thursday until 6:30 pm depending on whether or not evening exams are in session.

Using the online *SDS Testing Center Scheduling Request Form*. This form is available on our website ([murraystate.edu/SDS](http://murraystate.edu/SDS)). Click on the Student Disability Services (SDS) Testing Center tab on the left-hand side, and scroll down to find the heading *Scheduling*.

**Failure to schedule your exams at least three business days in advance may result in you having to take the exam in class without accommodations. We highly encourage you to schedule with us as soon as possible.**

### **Alternate times**

Alternate testing times are determined based on a student's class schedule. **SDS WILL NOT schedule an exam around a student's**

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Students are encouraged to request testing accommodations during the first two weeks of each semester. Even though our testing forms are shared with students and professors electronically, we highly encourage you to meet your professors during their office hours to discuss your specific accommodations.

**Emergency Procedures:**

The Office of Student Disability Services is committed to the safety and well-being of our students (and staff) while students utilize our testing center. The doors to our ten private testing rooms will remain locked (from the outside) at all times. Should it be necessary to evacuate the building for a fire alarm, or if we are advised to seek shelter on the first floor due to the tornado sirens being activated, you will be encouraged to exit the testing room and pull the door closed, leaving the exam and any personal belongings behind. When we are given the all-clear to return to the fourth floor of Wells Hall, your professor will be notified and made aware of the temporary interruption that occurred while taking your exam. Arrangements will be made with